United States Bankruptcy Court
Western District of Oklahoma

CM/ECF Instructions for
Changing Your Password, Email Address, and Notification Type

To Change Password:

1. Click Utilities on the ECF tool bar.
2. Under Your Account, click Maintain Your ECF Account.
3. Click the More User Information button located at the bottom of the screen.
4. The first information that you can access in the password. Delete the current password and enter a new, easily-remembered password.
5. Eleven (11) asterisks will appear in the box, regardless of the number of letters or digits in your password. This is a security measure.
6. After entering the new password, click Return to Account Screen.
7. If changing the password was the only change, click the submit button to make the change effective. You may continue to make other revisions to your preferences before clicking submit.
8. After clicking Submit, you should see the screen updating the change. Wait for the screen to indicate successful completion.

To Add or Delete an Email Address:

1. Click Utilities on the ECF tool bar.
2. Under Your Account, click Maintain Your ECF Account.
3. Click the Email Information button located at the bottom of the screen.
4. On the Email Information page, the email address is your primary address. If you wish to change this email address information, delete the current email address and enter the new email address.
5. The next box allows you to send notifications to as many as four (4) addition email addresses. If you wish to send email to additional addresses, please check the first and second box.
6. If you wish to add or change additional email addresses, delete the old ones (if necessary) and enter the new email addresses.

7. Click Return to Account Screen.
8. If changing the email addresses was the only change, click the submit button to make the change effective. You may continue to make other revisions to your preferences before clicking submit.
9. After clicking Submit, you should see the screen updating the change. Wait for the screen to indicate successful completion.

To Change the Notification Type:

1. Click Utilities on the ECF tool bar.
2. Under Your Account, click Maintain Your ECF Account.
3. Click the Email Information button located at the bottom of the screen.
4. On the Email Information page, go to the fourth grouping of information. You should see two circles:

Send a notice for each filing

Send a Daily Summary Report

5. If you wish to receive immediate notification of all filings in any case in which you are a party, check the first circle (as reflected above).
6. If you wish to continue receiving a daily summary of all filings in any case in which you are a party, leave the second circle checked. (This selection is not checked in the example above.)
7. Click Return to Account Screen.
8. If changing the notification was the only change, click the submit button to make the change effective. You may continue to make other revisions to your preferences before clicking submit.
9. After clicking Submit, you should see the screen updating the change. Wait for the screen to indicate successful completion.